

Approved For Release 2008/02/25 : CIA-RDP79-00264A000100100001-0

SECRET

CENTRAL INTELLIGENCE AGENCY

Budget Division Estimates

Fiscal Year 1950

Copy #2

Approved For Release 2008/02/25 : CIA-RDP79-00264A000100100001-0

Approved For Release 2008/02/25 : CIA-RDP79-00264A000100100001-0

SECRET

BUDGET DIVISION ESTIMATES

Fiscal Year 1950

Approved For Release 2008/02/25 : CIA-RDP79-00264A000100100001-0

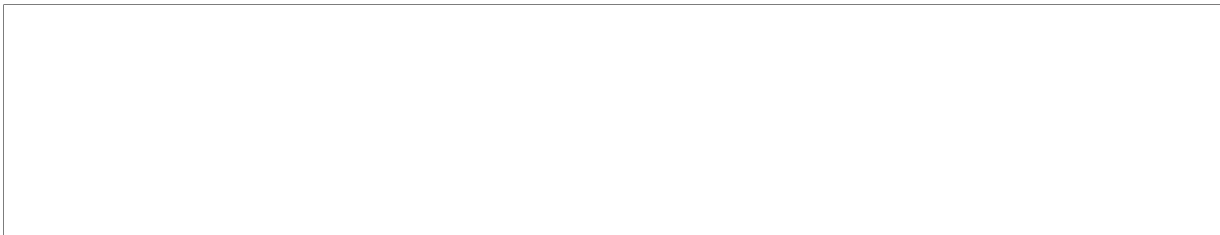
CENTRAL INTELLIGENCE AGENCY

EXECUTIVE STAFF

**Executive for Administration
and Management**

**Budget and Finance Branch
Budget Division**

AUTHORIZATION : The Budget Division was originally established by Administrative Order No. 5, dated 22 July 1946 as the Budget Section of the Finance Division, Executive for Personnel and Administration of the Central Intelligence Group. It was elevated to division level by General Order No. 2, dated 18 July 1947, pursuant to a reorganization in which the Office of the Executive for Personnel and Administration became designated as the Office of the Executive for Administration and Management and the Finance Division became established as the Budget and Finance Branch, CIA.



25X1

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE STAFF

**Executive for Administration
and Management**

**Budget and Finance Branch
Budget Division**

FUNCTIONS AND ACTIVITIES: The Budget Division administers the budgetary program of the Agency and prepares the agency annual budget. It controls appropriations, apportionments and allotments of funds and prepares financial and statistical reports as required by the Bureau of the Budget and the Director, CIA. The Budget Division prescribes procedures and reporting methods in connection with the budget and serves as adviser to operating officials on budget requirements including arrangements for allotments and their subsequent management. It provides the Director through the Chief, Budget and Finance Branch with recurrent fund information relating to the various projects operated under the appropriations for his use in assuring an orderly progress of expenditure. It provides record and control of overall agency and individual project limitations of personnel, ceiling and originates connected regular and special reports for the advice of the Director and the Bureau of the Budget.

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE STAFF

**Executive for Administration
and Management**

**Budget and Finance Branch
Budget Division**

COORDINATION: The Budget Division works closely with the Office of the Chief, Budget and Finance Branch, serving as his operating staff in the development of budgetary data and in the preparation of reports, both regular and special. Close coordination exists between the Budget Division and the Fiscal Division and with the Special Services Division of the Budget and Finance Branch. Mutual problems involving the (former) arise out of the need for developing procedures related to administration of vouchered funds at headquarters and field installations. Liaison for similar reasons is maintained with the Special Services Division in connection with certain unvouchered funds problems, although in a lesser degree of volume intensity.

A particularly close relationship is maintained with the Personnel, Services, and Management Branches of the Office of the Executive for Administration and Management. The liaison with the Personnel Branch results from the necessity that the records of both divisions remain in continuous reconciliation on name-count. In coordination with the Services Branch, consideration is given to problems of providing funds for supplies and equipment; protection services; special construction projects and a variety of contractual services. In addition,

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE STAFF

**Executive for Administration
and Management**

**Budget and Finance Branch
Budget Division**

COORDINATION:(continued) certain operating reports require close cooperation in their preparation such as the Penalty Mail and others relating to the utilization of motor vehicles. Similarly, the Budget Division is closely involved with the Management Branch in the preparation of certain financial progress data as regularly assembled to assist the guidance of agency operations.

The Budget Division has a most direct and important responsibility to build and maintain an effective and harmonious relationship with all key operating branches in order to perform its function with respect to the management of funds. These operations must receive constant education, assistance, and advice as to their responsibilities in connection with an official allotment of funds. This liaison is particularly close during preparation of annual estimates. The divisions must also collaborate in the making of whatever agreements as involve inter or intra-departmental transfers of funds.

The function of the Budget Division requires considerable contact with the Bureau of the Budget, the Treasury Department and other agencies. "Other agency" relationship

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE STAFF

**Executive for Administration
and Management**

**Budget and Finance Branch
Budget Division**

COORDINATION: (continued) springs from the responsibility of the Division to record and control the history of the various funds which it establishes to enable agency business. For this reason the Division must maintain a direct and continuous liaison with the budget and fiscal officers of a number of agencies with which CIA has inter-agency financial agreements.

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE STAFF

**Executive for Administration
and Management**

**Budget and Finance Branch
Budget Division**

ACCOMPLISHMENTS: Throughout the year, the Budget Division conducted a continuous and orderly program of fiscal analysis for the purpose of reporting to the Director through the Chief, Budget and Finance Branch upon the status of funds. Fiscal reports as prepared, were regularly examined and compared against master budget plan data to produce direct evidence of the progress of expenditure. A number of statistical reports, graphs and related criteria were prepared on a monthly basis to show objective comparisons such as the relationship of rates of obligation and expenditure to operational results and programmed plans. Regular reports of obligation and expenditure as received monthly from overseas field stations via Forms 34-14, and Special Project expenditure reports from other agencies were separately analyzed with a view to the special problem which these operations constitute in fund management. It was necessary that the Budget Division make a daily analysis of the CIA personnel complement, together with an examination and abstraction of specific contained data within all personnel actions received in the interest of close and effective control over agency personnel ceilings. Throughout the year it was necessary that the Division be in position to render immediate information when called upon as to the financial history of CIA, its organizational units and the projects within them. For such

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE STAFF

**Executive for Administration
and Management**

**Budget and Finance Branch
Budget Division**

ACCOMPLISHMENTS: (continued) special reports a number of supplementary records of individual operations current fiscal status were maintained for ready production of this information.

The Budget Division prepared preliminary instructions to all branches of the agency for use in developing organizational unit budget estimates precedent to fiscal years 1949 and 1950. These instructions were distributed and implemented by in-service training classes arranged by the Division for the instruction of branch administrative officers in the techniques of budget preparation. Upon receipt by the Budget Division, the Branch estimates were examined for conformance with the intention of the Director; intragency hearings were held when necessary and the annual CIA and NSC Budget Estimates were prepared.

During the Fiscal year, the Division prepared new procedures for processing printing and binding requests and participated with the Chief Budget and Fiscal Branch in devising a procedure for controlling the agency penalty mail inventory and mailings in order to assure accuracy in the necessary agency report.

Recurrently throughout the year the Division arranged with such departments as State, Interior, Army and Navy, together with other concerned CIA operations, a number of financial agreements covering special projects, and maintained in each case a continual follow-up and record

Page Denied

Next 2 Page(s) In Document Denied

CENTRAL INTELLIGENCE AGENCY

EXECUTIVE STAFF

**Executive for Administration
and Management**

**Budget and Finance Branch
Budget Division**

The duties of the Budget Division revolve about the major responsibility of administering the budgetary affairs of the Central Intelligence Agency. In this work, the division (1) assists operating branch officials in the development of long range financial programs and plans; (2) renders advice and assistance to branches in the preparation of their annual budget estimates; (3) analyzes and consolidates data received from respective branches and prepares the annual budget estimates for the agency as a whole; (4) participates in the acquisition of funds for the agency; (5) administers and controls the funds acquired by the agency by means of allotments; (6) provides budgetary and statistical data for use of the Budget Officer CIA at hearings before the Budget Bureau, Congress and at discussions with budget and fiscal officers of other agencies and departments; (7) maintains control over personnel ceilings established by the Budget Bureau; (8) participates in negotiating financial agreements with other agencies for carrying out special projects; (9) maintains control records over advances of funds made to other agencies; (10) establishes and supervises the maintenance of records relating to all budgetary activities of the Agency.

Page Denied

Next 8 Page(s) In Document Denied